



JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Zoning Violations Inspector**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: June 25, 2002

Major Function

Technical work enforcing County Zoning Codes and Regulations.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for inspecting land and building use, development, and/or modification for conformity with zoning rules and regulations effective in Seminole County.

Researches, investigates and resolves complaints and violations with complainant and violators.

Issues notice of violations, citations and/or notices to appear when necessary to speed up the compliance process.

Maintains records of complaints, violations, inspections, re-inspections, and dispositions. Follows up all complaints and violations until resolved.

Coordinates office work and field inspections with other agencies so as to further enforce all County code compliance efforts.

Prepares cases for presentation to Code Enforcement Board and presents cases to the Board in a professional manner.

Attends and makes presentations to citizen groups in matters relating to Zoning Code Enforcement.

Performs other duties as assigned or as may be necessary.

Knowledge, Abilities and Skills:

Considerable knowledge of applicable County and State zoning and Land Development Ordinances. Knowledge of legal descriptions as they relate to the enforcement of regulatory codes. Ability to research property history and access data using computer databases.

Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion. Ability to use good judgement in seeking compliance. Ability to communicate effectively both orally and in writing. Ability to maintain files.

Minimum Qualifications:

High School Diploma or GED. Two (2) years experience working with the public in regulatory enforcement, investigative work, complaint processing or an equivalent combination of related training and experience. Must attain Florida Association of Code Enforcement Level I and II certification within three (3) years.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Physical Demands:

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Incumbents in this classification would be exposed to high levels of dust, dirt and fumes. Incumbents must follow safety procedures carefully.

Mental Demands:

Ability to read and comprehend technical and professional journals, memos, maps, plans, legal statutes, ordinances and correspondence. Ability to write clearly and concisely. Ability to speak to relay information. Ability to identify and develop resolutions for problems and violations.